



Office of Admissions
Shepherd College
Shepherdstown, West Virginia 25443-3210

www.shepherd.edu

Shepherd

COLLEGE

Supplement to the 1999–2001 Catalog





Digitized by the Internet Archive
in 2013



Shepherd

COLLEGE

Shepherd College Policy of Nondiscrimination

Shepherd College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap.

The *Supplement to the 1999–2001 Shepherd College Catalog* has been prepared to update information contained in the current *Catalog*. This supplement is intended to aid students in keeping current information on academic policies and curricula. A few changes may have been omitted where they were extremely minor.

The *Supplement to the 1999–2001 Catalog* is published through the cooperative efforts of the Office of the Vice President for Academic Affairs, Office of the Registrar, and the Office of External Affairs.

Immunization Requirement

All new students of the State System of Higher Education under the jurisdiction of the West Virginia Board of Directors who were born after January 1, 1957, are required to provide proof of immunization to measles and rubella on or before the date of enrollment. A student must submit proof of immunization before the end of the semester following matriculation or he or she will not be permitted to register for the next semester.

Absence with Leave Policy

Any student who wishes to have a one-semester leave-of-absence from Shepherd College while avoiding the \$25 admission fee and retaining access to early registration for the semester following the leave may apply.

The application for leave-of-absence is due at least two weeks prior to the final exam of the semester in which the student is currently enrolled. The policy is available for students currently in good standing academically. If, at the end of the semester, the academic standing changes to probation, the student will lose the qualification for being readmitted in this fashion. Also the \$25 admission fee will not be waived.

If a student with a leave-of-absence plans to attend another institution while on leave, and wants Shepherd College credit for the course(s) taken at that institution, an approved green form must be submitted prior to the leave semester.

After the application for leave-of-absence has been submitted to the Office of the Registrar and has been checked for completeness and GPA, it will be forwarded to the Admissions Office for processing. A successful student will be provided by letter with the term PIN for registration. The student should also consult with the advisor before registering.

Reduced Tuition and Fee Program for WV Residents who are at Least Sixty-five Years of Age

1. To be eligible for this program the applicant must fill out the application/registration form completely and choose one of two options:
 - register under this program for all classes for credit.
 - register under this program for all classes for noncredit.(A student can not mix these two options or mix this program with regular tuition and fee registration.)
2. A student eligible for this plan may only register in the College Center Ballroom during the late registration add/drop period in a section with at least two openings at the time of registration and with the written consent of the Department Chair.
3. The total tuition and standard fees for the credit option will be 50 percent of the nonresident rates [using the South Branch Rates] charged to state residents by Shepherd College.
4. The total tuition and standard fees for the noncredit option will be a maximum of \$100 per credit hour for any given course.
5. Students under this plan will be expected to pay full charges for special fees, including laboratory fees, that are required of all other students. Such students are subject to regular parking rules and fees.
6. No late fee will be charged.
7. In lieu of a grade, an AU will be entered for courses in the noncredit option.
8. Students may withdraw according to established dates.
9. Must pay at time of registration (in the Cashier's Office) to avoid being dropped for nonpayment.
10. The standard refund policy applies, as do all other college policies not specifically addressed herein.
11. All College academic policies apply.
12. Students registered under this program can not preregister for the next term.

Academic Common Market

West Virginia provides its residents opportunity, through the Academic Common Market (ACM) and through contract programs, to pursue academic programs not available with the state. Both programs permit West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in optometry, podiatry, and veterinary medicine. The ACM provides access to numerous graduate and undergraduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Through reciprocal agreement, Shepherd College allows residents of states within the ACM, specifically Maryland, South Carolina, and Virginia, to enroll in undergraduate programs on an in-state tuition basis.

Further information may be obtained for the photography/computer imagery program from Rick Bruner (304/876-5372) and for the recreation and leisure studies program from Ernie McCook (304/876-5442) or from the Admissions Office. There is also a reciprocity agreement for graduates of Frederick Community College and Hagerstown Community College. For further details, contact the Admissions Office.

General Studies Requirement

MATHEMATICS—3 semester hours

MATH 101	Introduction to Mathematics OR	3
MATH 108	Precalculus OR	3
MATH 154	Finite Mathematics OR	3
MATH 205	Calculus with Applications OR	4
MATH 314	Statistics	3

Withdrawal and Change of Class Schedule

Students desiring to add or drop a course during the first five class days of a semester should do so by using the RAIL system. A course dropped during this time period will not appear on the student's transcript.

Beginning on the sixth class day of the semester until 4 p.m. on Friday of the twelfth class week, a student may withdraw from a class with a grade of W, without affecting grade point average (see Grading System). There will be no exceptions to this deadline (see Summary of Withdrawal Dates).

The last day for withdrawal from an eight-week class will be as posted in the academic calendar.

During the summer sessions, any time prior to 4 p.m. of the second calendar day before the last day of classes of each summer term, a withdrawal (W) will be permitted. Failure to submit the withdrawal form to the Registrar's Office by the deadline will result in the grade of F or IF (see Grading System).

Until 4 p.m. on the last class day of the semester, a student may process through the Registrar's Office a complete withdrawal from the College (all enrolled classes). Students who discontinue attending class without following the proper withdrawal procedures will receive a grade of F or IF for the course (see Grading System).

Withdrawal from the College must be reported and financial clearance made at the Business Office (see Grading System for additional information on withdrawals).

Summary of Withdrawal Dates

Action: Dropping a class.

Time: First five class days.

Resulting Grade: Dropped course does not appear on the transcript.

Action: Withdrawing from a class.

Time: Sixth class day through Friday of the twelfth week of classes*.

Resulting Grade: W.

The Admissions and Credits Committee will not accept petitions for exceptions to this deadline.

6 • Shepherd College

Action: Complete withdrawal from the College.

Date: From the sixth class day through the last class day of the semester.

Resulting Grade: W.

The withdrawal procedure is incomplete until all necessary signatures have been secured and the appropriate forms returned to the Registrar's Office by the specified time stated in the current academic year calendar.

Any counseling provided to a student from any employee of the College, that is at a variance with established College policies, must be confirmed by the vice president for academic affairs. Although a student may receive advice from any agent of the College, the final responsibility for decision concerning withdrawal rests with the student, in consultation with the course instructor in accordance with College policies. Prior to withdrawing from a course, those students receiving financial aid must refer to the "Satisfactory Academic Progress Policy" section of the *Catalog*.

Grade Reports

Midterm and final grade reports follow the normal grading system. A copy of the midterm and final grade reports will be available on campus for all students in their advisor's office. First semester freshmen and high school seniors' grades are mailed to the student's permanent address.

Grade Point Average

A student's grade-point average is computed on all work that a student has attempted for college credit (including Shepherd College credits and transfer credits). Courses with a grade of W, course taken on a pass/fail or audit basis, and Academic Foundations courses are not considered courses attempted for college credit in the computation of a student's grade point average.

Quality points are based on the point value per semester hour multiplied by the number of hours of course work attempted. A student taking a three-hour course and receiving a grade of C would earn 6 quality points. ($C = 2$ quality points times 3 hours.)

To compute a grade point average, divide the total quality points accumulated by the total credit hours attempted for which college credit is given toward graduation (e.g., 220 quality points accumulated divided by 88 credit hours attempted for college credit $= (220/88) = 2.50$ GPA).

Grading System

Summary of Grading System

Grade Explanation

Point Value per Semester Hour

A	Superior	
B	Good	
C	Average	
D	Below Average, lowest passing grade	
F	Failure	
I	Incomplete, must be completed by date registered on incomplete form*	
W	Withdraw without grade point penalty*	
P	Pass*	
IF	Failure due to irregular withdrawal from college or from a single class	
AU	Audit*+	
CR	Credit only awarded*	

*Not used in computation of grade point average.

+Declaration of a change in a course from credit status to audit status must be processed within the first 15 class days (M-F) of a fall or spring academic session or within the first 3 days of a summer session. Any later change must be appealed to the Admissions and Credits Committee.

Pass/Fail

Students may choose to take elective courses on a pass/fail basis instead of the regular grading system, in accordance with the following:

1. Electives shall be defined as courses not directly required for a degree. Thus, required electives within the major field of concentration would be excluded from the pass/fail option. In the event of change in major fields, the course previously taken on a pass/fail option if applicable to the new major field shall be substituted by approved courses. Required general studies courses also will be excluded from the pass/fail option. The ultimate responsibility for correct scheduling rests with the student.
2. A passing grade in the pass/fail option will be equivalent to the normal passing range of A through D in the conventional system.
3. All students are eligible for the pass/fail option with the exception of those currently on academic probation.
4. Students will be limited to 24 hours of pass/fail options, with not more than one course to a maximum of four credit hours being taken during one session.
5. In the Registrar's Office, a student must make a declaration for the pass/fail option by the tenth class day of the semester. This decision will be final.

Incomplete Grades

A grade of incomplete may be given to a student who has satisfactorily completed most of the requirements for a course, but because of illness or other extenuating circumstances, has not completed all of the requirements. All incomplete grades must be accompanied by a form provided by the Registrar's Office and completed by the instructor and, if possible, signed by the student.

Students receiving an incomplete must confer with the instructor, prior to the end of the semester, to determine the exact deficiencies that are to be made up within the next semester. These requirements will be listed on the incomplete form. This form will become the basis for the completion of the course. If the student is not available to meet with the professor prior to the end of the semester for which the incomplete grade is sought, the student must consult with the instructor early in the following semester to determine the requirements and the timetable for completing the work for the course.

When the work has been completed, the instructor must return all copies of the incomplete grade form to the Registrar's Office with the new grade. Grade changes must be made prior to the first day of registration for a regular semester, a summer term, or such change will not be posted to the student's transcript during the first three weeks of a semester or the first week of a summer term.

Incomplete grades issued during the fall semester must be made up at least ten days prior to the date final grades are due for the following spring semester. Incomplete grades issued during the spring semester must be made up at least ten days prior to the date final grades are due for the following fall semester. Incomplete grades issued during either summer session must be made up at least ten days prior to the date final grades are due for the following fall semester. If the incomplete not made up in accordance with this time schedule, the grade automatically becomes an F. When an incomplete grade is changed, the student's grade point average is recomputed. Any exceptions to these procedures must be submitted to the Admissions and Credits Committee.

Accumulate Degrees

A traditional degree includes one major and one minor field. The comprehensive degree consists of one major field and no minor field; the College registrar will not evaluate a minor field with this degree. The College registrar will not evaluate an additional minor field. A student may elect to complete requirements for a double major in one degree (associate or bachelor) category or may elect to complete requirements for two majors in separate degree (associate and/or bachelor) categories. Only those programs that have been evaluated by the registrar will be designated on the transcript.

Minimum Semester Hours

The minimum number of semester hours for a baccalaureate degree includes 128 semester credit hours of courses numbered 100 and above. (This may include transfer credits that have been evaluated by Shepherd College as courses numbered 100 and above.) Of the necessary hours for graduation, 45 hours must consist of courses numbered 300 and above. (This may include transfer credits that have been evaluated by Shepherd College as courses numbered 300 and above.) The minimum number of semester hours for an associate's degree includes 64 semester credit hours of courses numbered 100 and above.

Additional Requirements for Graduation

1. All financial obligations to Shepherd College must be paid in advance.
2. In certain instances additional requirements may be stipulated in selected fields of study. Degree candidates must consult with their academic advisors concerning such requirements.
3. Students **majoring** in two disciplines having the same core shall be granted permission to take that common core to satisfy core requirements for **both majors**.
4. Students **majoring** in one discipline and **minoring** in another discipline, where duplicate courses are required in each field of study, shall choose a substitute course for each overlapping course.
5. A student cannot select a **minor field of study** whose required courses **duplicate the major field requirements by more than eight semester hours**. Exceptions to this rule must be approved by the vice president for academic affairs.
6. The student's faculty advisor and the chair of the student's minor (or second major) field shall approve all elective course selections including: major, minor, teaching field, general elective courses, and course substitutions.

It is the student's responsibility to check on all requirements and to make inquiry if there is doubt about meeting any of them. Required courses should be completed as soon as possible to prevent conflicts of prescribed subjects during the senior year. A student will have a seven-year period to complete requirements under the catalog in effect at the time of entrance. Students not elect to graduate under a later catalog than the one under which they entered; however, students are not permitted to split catalogs.

Graduation with Honors

Honors are determined by the cumulative quality point average of the student's work at graduation. Until fall 2000 there will be two standards running for determining honors according to the catalog date of the student.

For students earning bachelor degrees following the 1997-99 *Catalog* or earlier catalogs, honors will be awarded according to these criteria: highest honors, *Summa Cum Laude*, 3.750 to 4.000; high honors, *Magna Cum Laude*, 3.500 to 3.749; and honors, *Cum Laude*, 3.000 to 3.499. For such students entering the College as of fall 1999 or thereafter, or such students using the 1999-2000 *Catalog* or any catalog thereafter, honors will be awarded according to these criteria: highest honors, *Summa Cum Laude*, 3.850 to 4.000; high honors, *Magna Cum Laude*, 3.700 to 3.849; and honors, *Cum Laude*, 3.500 to 3.699.

For students earning an associate's degree only, honors will be awarded according to the following criteria: honors, 3.50 to 3.74, and high honors, 3.75 to 4.00.

Note that when a student chooses to pursue a program in a later catalog than the one in effect upon admission, all aspects of that catalog will apply including the honors standards.

Dean's List

To be named to the Dean's List, a student must earn at least 15 hours of work or be in a full-time professional teaching block and must maintain a 3.4 average for the semester.

PROGRAMS OF STUDY

Curriculum for a Teaching Field in Art Grades 5-12 *(no longer offered)*

Curriculum for a Teaching Field in Art Grades K-12

A student who wishes to earn a Bachelor of Arts in art education K-12 takes college required general studies courses (47 hours), studio core (12 hours), studio orientation (18 hours), art education methods and theory (12 hours), education professional studies courses (27 hours), and electives to total 128 semester hours minimum. The major, outlined below, consists of studio courses, studio orientation, and methods and theory courses.

Total semester hours required	42
Studio core requirements	12
ART 140 Foundations of Design I	3
ART 170 Foundations of Design II	3
ART 203 Survey History of Western Art	3
ART 204 Contemporary Art	3
Studio art and art theory requirements	21
ART 115 Drawing I	3
ART 260 Printmaking I	3
PHOT 281 Black and White Photography I	3
GRDS 171 Graphic Design I	3
ART 230 Painting I	3
ART 250 Sculpture I	3
ART 403 Art Criticism and Aesthetics	3
Methods and theory of teaching requirements	9
RED 365 Art Education Inquiry	3
RED 245 Visual Thinking Skills	3
EDUC 360 Survey of Exceptional Children	3

See professional education course listings under Education: Professional Studies Core for Secondary Education (30 hours required). Special Methods of Teaching Art is EDUC 427.

Contact Person: Dr. K.B. Basseches, Frank Center A06, 304/876-5265.

Curriculum for a Teaching Field in Business Education Grades 9-12

The following curriculum prepares teachers of business subjects for high schools, as well as vocational-technical schools. The four-year program leads to certification in the field of business education.

Specific general studies requirements	
CON 123 Contemporary Economics OR	
ECON 205 Principles of Macroeconomics	3
MATH 154 Finite Mathematics	3
Total hours required for teaching field	51
CCT 201 Introductory Accounting I	3
ADM 212 Business Law I	3
ADM 224 Business Statistics	3
OST 111 Introduction to Hospitality Industry	3
ADM 280 Business and Society	3
ADM 311 Small Business Management	3
ADM 350 Retailing	3
ADM 352 International Marketing	3
ADM 365 Promotional Strategy	3
EDUC 380 Experiential Learning	3

10 • Shepherd College

BADM 310	Principles of Management	3
BADM 340	Marketing	3
BADM 345	Business Communications	3
BSED 104	Document Processing	3
BSED 250	Introduction to Office Technology	3
BSED 329	Office Systems Software	3
BSED 380	Desktop Publishing	3
BSED 392	Cooperative Education	3

See professional education course listings under Education: Professional Studies Core for Secondary Education (30 hours required). Special Methods of Teaching Business Education is EDUC 430.
 Contact Person: Dr. Barbara Beard, White Hall 208, 304/876-5351.

Education

Specializations

The following specializations are offered:

- Art Education K-12
- Biology Education 9-12
- Business Education 9-12
- Chemistry Education 9-12
- Elementary Education Multi-subjects K-6
- Early Education PreK
- English Education 5-12, 5-9
- Family and Consumer Science Education 5-12
- General Science Education 5-12
- Health Education 5-12
- Mathematics Education 5-12, General Mathematics through Algebra I Education 5-9
- Music Education K-12
- Physical Education K-12
- Social Studies Education 5-12, 5-9

Contact Person: Dr. Douglas Kennard, 304/876-5330.

Specialty Studies for Elementary Education PreK

Students who are especially interested in education in nursery schools, day care centers, or at the kindergarten level may wish to pursue this specialization.

Hours required 49

MUSC 102	Music as an Art and Science	2
MUSC 226	Music Materials and Procedures	3
ARED 323	Aesthetic Inquiry	3
HLTH 301	Health and Safety in the Elementary School	3
PHED 110	Elementary School PE Activities	3
HIST 201	History of the United States to 1865	3
HIST 202	History of the United States, 1865 to Present	3
HIST 309	West Virginia and the Appalachian Region	3
GEOG 101	Principles of World Geography	3
BIOL 100	Life Science for Elementary Teachers	4
CHEM 100, 100L	Chemical Science and Lab	4
MATH 300	Mathematics for Elementary Teachers 3	
EDUC 314	Foundations of Early Education	3
EDUC 334	Instructional Strategies in Early Education	3
EDUC 336	Clinical Experiences in Early Education	3
FACS 304	Child Development	3

EDUC 314, 334, and 336 are offered every third semester in the above sequence. The sequence

begins with EDUC 314 in spring 2000 and again in fall 2001. Students should plan accordingly in order to follow this sequence.

In addition to these courses, two additional courses are required: GSCI 102 and GSCI 104. The last two courses fulfill general studies requirements in science. MATH 101 is a prerequisite for MATH 200.

Electives: Students are encouraged to pursue a concentration in a content area through the use of their elective hours. Students are encouraged to select upper division courses for these electives. The variety of options for such concentrations and courses can be discussed with an advisor.

Other Requirements: The Department of Education has the responsibility for both the professional studies and specialty studies components of the elementary education specialization, so the student's advisor will be from this department. Students should consult the elementary education specialization handbook for the most up-to-date policies, procedures, and requirements for this specialization.

Contact Person: Judy Kepple, Stutzman-Slonaker Hall 205, 304/876-5256, or Department of Education, Knutti Hall 108, 304/876-5305.

Middle School Education

The middle school certification includes 5-9 grade ranges. The required courses in professional studies are listed below. See individual specialization areas for specialty curriculum.

Professional Studies Core for Middle School Education

Courses required	29
EDUC 150 Seminar in Education	1
EDUC 200 Foundations of Education	3
EDUC 319 Middle School Curriculum	3
EDUC 320 Social and Psychological Conditions of Learning	5
EDUC 4XX Special Methods	3
EDUC 435 Special Methods Practicum	2
EDUC 400 Student Teaching Seminar	3
EDUC 453 Student Teaching, Grades 5-9	9

Contact Person: Dr. Doug Cooper, Knutti Hall 106, 304/876-5292 or Department of Education, Knutti Hall 108, 304/876-5305.

Curriculum for a Minor in Emergency Medical Services

Students with this minor still need to meet the 45-hour upper division requirements.

Total hours required	41
EMSP 101 Introduction to EMS	2
EMSP 102 EMT-Basic	5
EMSP 103 EMS Operations	2
EMSP 104 EMS Practicum I	1
EMSP 201 Airway Management/Patient Assessment	2
EMSP 202 Pathophysiology/Shock, Trauma	2
EMSP 203 Pre-hospital Pharmacology	2
EMSP 204 EMS Practicum II	2
EMSP 205 Medical Emergencies I	4
EMSP 206 EMS Practicum III	2
EMSP 207 Medical Emergencies II	4
EMSP 208 Special Patients & Situations	2
EMSP 209 EMS Practicum IV	2
EMSP 210 Assessment Based Management	1
ANL 225 Human Anatomy & Physiology	3
ANL 227 Human Anatomy & Physiology Lab	1

12 • Shepherd College

BIOL 226	Human Anatomy & Physiology	3
BIOL 228	Human Anatomy & Physiology Lab	1

Curriculum for a Major in English

Total hours required for an English major

Required courses 16

ENGL 310 Survey of British Literature I 3

ENGL 311 Survey of British Literature II 3

ENGL 370 Modern Grammar OR

ENGL 375 History of the English Language 3

ENGL 485 Senior Capstone Practicum 1

ENGL 415 Chaucer 3

ENGL 421 Shakespeare 3

Electives 15

Of the 15 remaining hours (5 elective courses), a minimum of one course MUST come from EA of the following period groupings:

Ancient/Medieval/Renaissance:

ENGL 300 Studies in Greek Mythology 3

ENGL 302 The Bible as Literature 3

ENGL 315 Medieval Literature 3

ENGL 316 Medieval Drama 3

ENGL 320 Renaissance Prose and Poetry 3

ENGL 321 Renaissance Drama 3

ENGL 322 Hamlet in Context 3

ENGL 423 Milton 3

Restoration/Eighteenth Century:

ENGL 330 Restoration and Eighteenth-Century Literature 3

ENGL 331 Restoration/Eighteenth-Century Drama 3

ENGL 332 **British Novel 3

ENGL 360 **Literature and the Sexes 3

Nineteenth Century:

ENGL 332 **British Novel 3

ENGL 340 British Romantic Literature 3

ENGL 341 Nineteenth-Century British Literature (1837-1900) 3

ENGL 346 **American Fiction 3

ENGL 347 **American Poetry 3

ENGL 360 **Literature and the Sexes 3

ENGL 445 Studies in American Literature 3

Modern:

ENGL 346 **American Fiction 3

ENGL 347 **American Poetry 3

ENGL 355 American Ethnic Literature 3

ENGL 361 Short Story 3

ENGL 362 Modern Novel 3

ENGL 363 Modern Dramatic Literature 3

ENGL 365 Contemporary Literature 3

Seminars: With the consent of the department chair, one of the following Seminar in Literature courses or an approved special topics course may be substituted for a course in any appropriate period grouping listed above:

ENGL 405	Seminar in Literature	3
ENGL 406	Seminar in Literature	3
ENGL 407	Seminar in Literature	3

** Courses designated with a double asterisk (**) cover more than one period but may be taken to satisfy only ONE period requirement.

The English Major Competency Exam, required for all English and English education degrees, is taken in the Seminar in English class, ENGL 408.

Curriculum for a Teaching Field in English Education 5-12

In addition to the course work required for the specialization, all prospective student teachers must participate in at least TWO "laboratory" activities in language arts—writing for a college publication (newspaper, literary magazine), taking part in forensic activities, taking part in theatrical activities, working for the College radio station, being an English tutor, working in the College Writing Center, taking Practicum in English, or participating in some other activity approved in advance by the advisor and the department chair.

Specific general studies requirement

ENGL 208	Survey of World Literature I	3
----------	------------------------------------	---

Total hours required for a teaching field 42*

See course listings under Education for professional courses.

Required courses 30

ENGL 203	Teaching Reading and Adolescent Literature	3
ENGL 300	Mythology	3
ENGL 310	Survey of British Literature I	3
ENGL 311	Survey of British Literature II	3
ENGL 355	American Ethnic Literature	3
ENGL 360	Literature and the Sexes	3
ENGL 370	Modern Grammar	3
ENGL 375	History of the English Language	3
ENGL 377	Peer Tutoring and Composition Theory	3
ENGL 421	Shakespeare	3

Electives 12

Of the 12 remaining hours (four elective courses) a minimum of three hours (one course) MUST come from EACH period grouping listed below:

Classical/Ancient/Medieval/Renaissance:

ENGL 302	Bible as Literature	3
ENGL 315	Medieval Literature	3
ENGL 320	Renaissance Prose and Poetry	3
ENGL 321	Renaissance Drama	3
ENGL 322	Hamlet in Context	3
ENGL 415	Chaucer	3
ENGL 423	Milton	3

Restoration/Eighteenth Century:

ENGL 330	Restoration and Eighteenth-Century Literature	3
ENGL 331	Restoration/Eighteenth-Century Drama	3
ENGL 332	** British Novel	3

Nineteenth Century:

ENGL 332	** British Novel	3
ENGL 340	British Romantic Literature	3

14 • Shepherd College

ENGL 341	Nineteenth-Century British Literature (1837-1900)	3
ENGL 346	**American Fiction	3
ENGL 347	**American Poetry	3
ENGL 445	Studies in American Literature	3

Modern:

ENGL 346	**American Fiction	3
ENGL 347	**American Poetry	3
ENGL 361	Short Story	3
ENGL 362	Modern Novel	3
ENGL 363	Modern Dramatic Literature	3
ENGL 365	Contemporary Literature	3

*This total of 42 hours is in addition to the 12 hours of general studies requirements in English.

Courses designated with a double asterisk () cover more than one period but may be taken to satisfy only ONE period requirement.

See professional education course listings under Education: Professional Studies Course for Secondary Education (30 hours required). Special Methods of Teaching English is EDUC 421.

Contact Person: Dr. Sylvia Shurbutt, Knutti Hall 223, 304/876-5207.

Curriculum for a Teaching Field in English Education 5-9

The 5-9 English education program is intended primarily for students preparing to teach in middle schools.

Total hours required 24

ENGL 203	Teaching Reading and Adolescent Literature	3
ENGL 300	Greek Mythology	3
ENGL 310	Survey of British Literature I	3
ENGL 311	Survey of British Literature II	3
ENGL 355	American Ethnic Literature	3
ENGL 360	Literature and the Sexes	3
ENGL 370	Modern Grammar OR	
ENGL 377	Peer Tutoring and Composition Theory	3
ENGL 421	Shakespeare	3

In addition to the course work required for the specialization, all prospective student teachers must participate in at least TWO laboratory activities in language arts—writing for a College publication (newspaper, literary magazine), taking part in forensic activities, taking part in theatrical activities, working in the College Writing Center, taking Practicum in English, or participating in some other activity approve in advance by the advisor and the department chair. See professional education course listings under Education: Professional Studies Core for Secondary Education (30 hours required).

Contact Person: Dr. Sylvia Shurbutt, Knutti Hall 223, 304/876-5207.

Curriculum for a Comprehensive Major in Environmental Studies

Total hours required (minimum) 128-130

General studies requirements (not including major requirements) 33

Specific general studies requirements 14-15

BIOL 101, 102	General Biological Science OR	
BIOL 208, 209*	Plants as Organisms and Animals as Organisms	8
MATH 205	Calculus with Applications OR	
MATH 314**	Statistics	3-4
ECON 205	Principles of Macroeconomics	3

*Required for the environmental science concentration; either set can be used for the resource management concentration.

** Both math courses suggested for the environmental science concentration.

Core requirements	41
Concentration requirements	30-35
Environmental studies core requirements	41
ENVS 201 Dimensions of Environmental Science I	3
ENVS 202 Dimensions of Environmental Science II	3
ENVS 306 Environmental Policy	4
CHEM 325 Computers in Science	3
ENVS 307 Cultural Resource Management	3
ENVS 308 Physical Resource Management	3
ENVS 401 Conservation Ecology	4
ECON 206 Principles of Microeconomics	3
GSCI 301 Physical Geology	4
ENVS 450 Environmental Internship	6
ENVS 451 Senior Research Seminar	3
ENVS 490 Applied Remote Sensing	4
One of the following series:	
CHEM 101, 101L Chemistry and Society I and Lab AND	
CHEM 102, 102L Chemistry and Society II and Lab OR	
CHEM 207, 207L General Chemistry I and Lab AND	
CHEM 209, 209L General Chemistry II and Lab	8

Environmental Science Concentration

Total hours required	32
----------------------------	----

PHYS 201, 201L College Physics I and Lab AND	
PHYS 202, 202L College Physics II and Lab OR	
PHYS 221, 221L General Physics and Lab AND	
PHYS 222, 222L General Physics and Lab	8

Biological and Environmental Sciences (minimum of 8 hours from the following):

BIOL 302 Microbiology	4
BIOL 305 Cell Biology	4
BIOL 310 Plant Pathology	4
BIOL 313 Invertebrate Natural History	4
BIOL 324 Plant Taxonomy I	2
BIOL 325 Plant Taxonomy II	1
BIOL 410 Plant Physiology and Lab	4
BIOL 412 Animal Physiology and Lab	4
BIOL 344* Genetics	4
BIOL 416** Molecular Biology	4
NVS 340 Sustainable Agriculture	4
NVS 422 Aquatic Ecology	4
SCI 306, 307 Introduction to Oceanography and Lab	4

Cell Biology (BIOL 305) is required for enrollment in Genetics (BIOL 344).

*Cell Biology (BIOL 305) or Genetics (BIOL 344) is required for Molecular Biology (BIOL 416).

Chemical Sciences (minimum of 8 hours from the following):

HEM 315, 315L Organic Chemistry I and Lab	4
HEM 316, 316L Organic Chemistry II and Lab	4
HEM 321, 321L Analytical Chemistry and Lab	4
HEM 322, 322L Instrumental Analysis and Lab	4
HEM 327, 327L Solution Chemistry and Lab	4
HEM 329, 329L Biochemistry I and Lab	4
HEM 330, 330L Biochemistry II and Lab	4
HEM 333, 333L Environmental Chemistry and Lab	4

16 • Shepherd College

Earth Sciences (choose at least two of the following courses):

GSCI 303	Meteorology	4
GSCI 312	Historical Geology	4
ENVS 360	Sedimentology	4
ENVS 362	Soil Science	4
ENVS 440	Solid Waste/Air Quality Management	4
ENVS 441	Hydrology and Lab	4

Resource Management Concentration

Total hours required 30-35

Environmental Science and Biological Resources (select two/7-8 hours)

BIOL 310*	Plant Pathology	4
BIOL 313*	Invertebrate Natural History	4
BIOL 324, 325*	Plant Taxonomy I and II	3
BIOL 410*	Plant Physiology and Lab	4
ENVS 422	Aquatic Ecology	4
GSCI 306, 307	Introduction to Oceanography and Lab	4
ENVS 362	Soil Science	4

*For students taking these courses, Plants and Animals as Organisms (BIOL 208, 209) is preferred

Environmental Science and Physical Resources (select two/8 hours)

GSCI 302	General Astronomy	4
GSCI 303	Meteorology	4
GSCI 312	Historical Geology	4
ENVS 360	Sedimentology	4
ENVS 440	Solid Waste/Air Quality Management	4
ENVS 441	Hydrology and Lab	4

Management of Our Resources (select two/6-8 hours)

ENVS 210	Introduction to Park Administration	3
ENVS 301	Wildlife Management	3
ENVS 302	Forestry	3
ENVS 305	Environmental Law and Regulations	4
ENVS 309	Regional Geology and Geomorphology	3
ENVS 310	Park Management	3
ENVS 311	Resource Management	3
ENVS 319	Land Use Planning	3
ENVS 340	Sustainable Agriculture	4
ENVS 341	Sustainable Energy and Development	4

Human and Economics Resources (select three/9 hours)

ANTH 225	Introduction to Museum Studies	3
ANTH 300	Introduction to Archaeology	3
ANTH 315	Cultural Anthropology	3
ANTH 345	Archaeological Field Methods and Lab	4
ANTH 370	American Architecture Heritage	3
ANTH 380	Historical Archaeology and Lab	3
ENVS 320	Communication Strategies for Environmental Studies	3
ENVS 322	Environmental History	3
ENGL 220	Appalachian Culture	3
HIST 309	West Virginia and the Appalachian Region	3
GEOG 301	World Economic Geography	3
GEOG 400	Latin American Geography	3

Curriculum for a Minor in Environmental Studies

Specific general studies requirements

CHEM 101, 101L	Chemistry in Society I and Lab AND	
CHEM 102, 102L	Chemistry in Society II and Lab OR	
CHEM 207, 207L	General Chemistry and Lab AND	
CHEM 209, 209L	General Chemistry and Lab	8
Total hours required		28
NVS 201	Dimensions of Environmental Science I	3
NVS 202	Dimensions of Environmental Science II	3
NVS 306	Environmental Policy	4
NVS 307	Cultural Resource Management	3
NVS 308	Physical Resource Management	3
NVS 401	Conservation Ecology	4
SCI 301	Physical Geology	4
Select one of the following:		
CHEM 333, 333L	Environmental Chemistry and Lab	4
SCI 303	Meteorology	4
SCI 306, 307	Introduction to Oceanography and Lab	4
SCI 312	Historical Geology	4
NVS 340	Sustainable Agriculture	4
NVS 360	Sedimentology	4
NVS 362	Soil Science	4
NVS 440	Solid Waste/Air Quality Management	4
NVS 441	Hydrology and Lab	4
NVS 422	Aquatic Ecology	4

Curriculum for a Teaching Field in General Science Grades 5-12

Specific general studies requirements

BIOL 208, 209	Plants as Organisms and Animals as Organisms	8
MATH 314	Statistics	3
The course listings under Education for professional courses		
Required courses		47
Interdisciplinary core		20
CHEM 207, 207L	General Chemistry I and Lab AND	
CHEM 209, 209L	General Chemistry II and Lab	8
SCI 301	Geology	4
PHYS 201, 201L	College Physics I and Lab AND	
PHYS 202, 202L	College Physics II and Lab	8
General science 5-12 specialization		27
BIOL 225, 226	Human Anatomy and Physiology	6
SCI 302	General Astronomy	4
SCI 303	Meteorology	4
MATH 205	Calculus with Applications	4
Electives in science		9

Notes Concerning Electives in General Science: Electives must be upper division BIOL, CHEM, and SCI courses. Electives must be distributed between the aforementioned disciplines. Electives must be approved by the NSTSC. Strongly recommended courses are BIOL 301 Microbiology, BIOL 344 Genetics and Evolution, BIOL 394 Principles of Biological Research, CHEM 315/316 Organic Chemistry, CHEM 315L/316L Organic Chemistry Lab, CHEM 325 Computers in Science, and SCI 306 Introduction to Oceanography.

Notes Concerning the Math Requirement: The prerequisite for MATH 205 is mathematical

18 • Shepherd College

competence equivalent to the successful completion of MATH 108 Precalculus.

Other Requirements: Although one may declare secondary education with a specializations general science education 5-12 as a major upon admission to the College, to be officially admitted to the Shepherd College Teacher Education Program and pursue this teaching field the student must meet the following criteria as well as those criteria that apply to all teaching specializations:

- 1) The student must have completed BIOL 208 Plants as Organisms, BIOL 209 Animals as Organisms, CHEM 207 and 209 General Chemistry, CHEM 207L and 209L General Chemistry Lab or their equivalents with a grade of C or better in each course, and
- 2) The student must have completed a minimum of 32 semester hours of academic work at Shepherd College with an overall GPA of at least 2.5 and a GPA of at least 2.5 in the specialization.

See professional education course listings under Education: Professional Studies Core for Secondary Education (30 hours required). Special Methods of Teaching Science is EDUC 423.

Retention in and completion of this program require the student to meet retention, admission to student teaching, and certification standards set by the Professional Education Unit Council. The standards for this program can be found in *Information and Planning Handbook for Students Pursuing the Biology 9-12, Chemistry 9-12, and General Science 5-12 Specializations*.

Contact Person: Dr. Jason Best, Byrd Science Center 115, 304/876-5331.

Health Education

The Department of HPERs, in conjunction with the Department of Education, seeks to prepare health educators who are critical-thinking problem solvers able to encourage others to improve personal health habits, attitudes, and skill, thus promoting a more healthy and meaningful lifestyle.

This certification area may only be taken by students enrolled in and completing the Curriculum for Teaching Field in Physical Education K-12. It may not be taken alone, with any other certification program, or as a minor.

Total hours required for the teaching field 29

Required courses

HLTH 103*	Personal Health	3
HLTH 225*	First Aid/CPR	3
GSPE 201*	Wellness/Fitness	1
PHED 370*	Applied Anatomy and Physiology	4
PHED 405*	Applied Kinesiology	3
HLTH 300	Substance Use and Abuse	3
HLTH 360	School Health Problems	3
HLTH 370	Community Health Education	3
FACS 300	Marriage Relations	3
FACS 318	Nutrition	3

*Indicates courses that are also a part of the Curriculum for Teaching Field in Physical Education K-12.

See Professional Education course listings under Education: Professional Studies Course for Secondary Education (30 hours required). Special Methods of Teaching Health is EDUC 432.

Contact Person: Dr. J. Michael Jacobs, Butcher Center 224, 304/876-5233.

Curriculum for a Minor in Print Journalism

Total hours required 22

Required courses 19

JOUR 204	Introduction to Print Journalism	3
COMM 203	Introduction to Mass Communication	3
ENGL 370*	Modern Grammar	3
COMM 400	Media Law and Ethics	3

OUR 444**	Practicum in <i>The Picket</i> OR	3
JOUR 445**	Practicum in Print Journalism I	1
OUR 451	Internship in Print Journalism	3
Electives		3

One elective must be selected from:

OUR 316	Magazine Writing	3
ENGL 372	Advanced Composition	3

All courses with numbers listed below 444 will be cross-referenced with either English or communications courses in the curriculum.

*Students may take a placement test in order to "test out" of Modern Grammar; thus the total number of hours required for the minor may be only 19.

*Students may receive multiple credit for JOUR 444 and 445. Students may take JOUR 444 or OUR 445 (not both). If JOUR 445 is chosen, it **must** be taken twice.

Curriculum for Mathematics Teaching Field Grades 5-9 General Mathematics through Algebra I

Total hours required 24

Content skill level:

ACFN 050*	Consumer Mathematics	
MATH 105	Algebra	3
MATH 106	Trigonometry	3
MATH 108	Precalculus	3
MATH 200	College Geometry	2
MATH 205	Calculus with Applications	4

Additional mathematics for education:

MATH 101	Introduction to Mathematics (general studies requirement)	
MATH 300	Mathematics for Elementary Teachers	3
MATH 314	Statistics	3

Education course:

DUC 360	Survey of Exceptional Children	3
---------	--------------------------------------	---

Course may be waived by departmental competency test.

See professional education course listings under Education: Professional Studies Core for Secondary Education (30 hours required) or Professional Studies Core for Middle School Education (29 hours required). Special Methods of Teaching Mathematics is EDUC 420.

Contact Person: Dr. Suda Kunyosying, Stutzman-Slonaker Hall 211D, 304/876-5382.

R.N. to B.S.N. Track Program: Competency and Admissions Process

The Competency R.N. to B.S.N. track is designed to expand the registered nurse's education. This program provides flexibility with a wide continuum of education and experience, based upon advisement and development of an individual growth plan. Previous education and experience are evaluated through the use of a professional portfolio. The expected competencies of R.N. to B.S.N. students at the time of graduation are the same as those of graduates for the generic baccalaureate program.

Admissions

The following must be submitted to the department chair no later than November 15 prior to spring enrollment in NURS 324 Nursing Research, or March 15 prior to fall enrollment in NURS 313 Nursing 1-A, Health Assessment:

- Department of Nursing Education admission application;
- Official transcript copy (one) on file; transcript must be reviewed and academic advisement form signed by advisor and advisee;
- Proof of current R.N. licensure;

4. A professional portfolio which includes the following:
 - a. Résumé of nursing work experience (include a narrative summary of most recent work experience roles and responsibilities);
 - b. Personal and professional goals for completing the B.S.N. program (including how program completion will affect applicants work and future educational goals);
 - c. Professional activities for the last three years:
 1. Continuing nursing education completed (seminars, courses, programs)
 2. Professional development (committees, nursing organizations/associations)
 3. Community involvement (church, school, children's activities);
 - d. Letter of professional reference, assessing ability to successfully complete the B.S.N. program.

Articulation: R.N.s will receive 38 credits, based on graduation from an approved AD program. After completing NURS 410, students will be given credit for NURS 415, NURS 417, NURS 419, NURS 421, NURS 422, NURS 424, NURS 426, NURS 428.

Curriculum for a Minor in Office Technology

Total hours required	21
BSED 104*	Document Processing 3
BSED 345	Business Communications 3
BSED 250	Introduction to Office Technology 3
BSED 329	Office Systems Software 3
BSED 380	Desktop Publishing 3
Select any two courses below:	
OFTC 150	Troubleshooting 3
OFTC 205	Computerized Accounting Applications 3
OFTC 240	Repairing and Maintaining the IBM PC 3
BSED 385	Business Externship 3
COMM 352	Computer Mediated Communications 3
CIS 104	Introduction to Computer and Information Sciences 3

*Student must take BSED 103 Keyboarding I if no previous keyboarding skills.

Curriculum for a Teaching Field in Physical Education K-12

The Department of Health, Physical Education, Recreation, and Sport (HPERS), in conjunction with the Department of Education, seeks to prepare highly-trained teachers in the area of physical education acquisition and movement education. These future teachers are critical-thinking problem solvers able to analyze movement and give organized feedback to the learner.

To pursue this teaching specialization and graduate in four years, students should be enrolled in the program the first semester of the freshman year. Entering this program after the freshman year will extend the date of graduation beyond four years.

Total hours required	43
Required courses	
HLTH 103	Personal Health 3
HLTH 225	First Aid/CPR 3
PHED 104	Foundations of Physical Education 3
PHED 246	Aquatics 1
PHED 301	Elementary School Physical Education I 2
PHED 302	Elementary School Physical Education II 2
PHED 315	Teaching Tumbling and Gymnastics 2
PHED 325	Team Sport Activities 3
PHED 326	Individual Sport Activities 3

PHED 370	Applied Anatomy and Physiology	4
PHED 380	Perceptual Motor Learning	3
PHED 401	Teaching Adaptive Physical Education	3
PHED 405	Applied Kinesiology	3
PHED 406	Curriculum and Administration of Physical Education	3
PHED 410	Tests and Measurements in Physical Education	3
GSPE 200	Exploring Leisure	1
GSPE 201	Wellness/Fitness	1

Electives 10

Look under Curriculum for a Teaching Field in Health Education 5-12 for specific electives if you plan to be certified in health.

In addition to the course work required for this specialization, all prospective candidates are expected to participate in professional growth and service requirements prior to student teaching. Documentation must be submitted to candidate's advisor.

See Professional Education course listings under Education: Professional Studies Core for Secondary Education (30 hours required). Special Methods of Teaching Physical Education is EDUC 431.

Contact Person: Dr. J. Michael Jacobs, Butcher Center 224, 304/876-5233.

Curriculum for Teaching Field in Social Studies Grades 5-12

Specific general studies requirements 15

HIST 101	History of Civilization: Ancient to Medieval OR	
HIST 102	History of Civilization: Renaissance to French Revolution OR	
HIST 103	History of Civilization: French Revolution to Present	6
PSCI 101	American Federal Government	3
ECON 205	Principles of Macroeconomics	3
SOCI 203	General Sociology	3

Required courses 45

HIST 201	History of the United States to 1865 AND	
HIST 202	History of the United States 1865 to Present	6
HIST 309	West Virginia and the Appalachian Region	3
HIST 314	Recent United States History OR	
HIST 405	Introduction to African-American History	3
HIST 333	Modern European History	3
HIST 337	History of Women in Europe OR	
HIST 411	Latin American History OR	
HIST 412	History of Russia since 1855	3
HIST 320	Sub-Saharan Africa OR	
HIST 420	Modern East Asia	3
GEOG 101	Principles of World Geography	3
GEOG 301	World Economic Geography	3
GEOG 400	Geography of Latin America OR	
GEOG 407	Geography of Asia OR	
GEOG 408	Geography of Africa	3
SCI 102	State and Local Government OR	
PSCI 317	American Political Thought	3
CON 206	Principles of Microeconomics	3
SYC 203	Introduction of Psychology	3
OVI 205	Social Problems	3
NTH 315	Cultural Anthropology OR	
PSYC 305	Social Psychology OR	
SOCI 403	Ethnic Relations	3

Curriculum for a Minor in Women's Studies

Total hours required	6
Required courses	6
WMST 201 Introduction to Women's Studies	3
WMST 421 Women's Studies Capstone/Independent Study	3
Elective courses	15
PSYC 320 Human Sexual Behavior	3
HIST 337 History of Women in Europe	3
ENGL 355 American Ethnic Literature	3
ENGL 360 Literature and the Sexes	3
ENGL 366 Women in the Arts and Literature	3
SOWK 417 Sex and Gender in Contemporary Society	3
SOCI 303 Family	3
PSCI 411 Politics of Poverty	3
SOWK 320 Child Welfare Services	3
SOWK 402 Social Gerontology	3
COMM 342 Media Studies	3
COMM 355 Advertising and Imagery	3

*For information contact Dr. Betty Ellzey, Department of English and Modern Languages, or I Anders Henriksson, Department of History.

COMMUNITY AND TECHNICAL COLLEGE

Curriculum for an Associate of Applied Science Degree in Business

Banking Concentration

General education core	15
ENGL 101 Written English	3
ENGL 102 Written English	3
COMM 202 Fundamentals of Speech	3
ECON 205* Principles of Macroeconomics OR	
ECON 123 Contemporary Economics	3
MATH 154 Finite Mathematics OR	
MATH 101 Introduction to Mathematics	3
Business core	25
ACCT 201 Introduction to Accounting I	3
ACCT 202* Introduction to Accounting II OR	
OFTC 205 Computerized Accounting	3
ECON 206* Principles of Microeconomics OR	
FACS 403 Consumer Economics	3
CIS 102 Microcomputer Applications OR	
BSED 250 Introduction to Office Technology	3
BADM 212* Business Law I	3
BADM 310: Principles of Management OR	
FACS 307 Family Consumer Science Management	3
BADM 340* Principles of Marketing	3
BADM 345 Written Communication in Business OR	
OFTC 105 Fundamentals of Business Communication	3
CMTC 289 Career Development	1
Banking core	12
Principles of Banking (AIB course)	3
AIB Elective	3

	AIB Elective	3
ADM 292	Business Internship OR	
BADM 280	Business and Society	3
Banking electives		12
Electives in business courses (ACCT, BADM, BSED, CIS, ECON, FACS, OFTC or other courses with consent of advisor) OR AIB elective courses		

American Institute of Banking (AIB) courses may be substitute for these required courses:

	Shepherd Course	AIB Course
ADM 212	Business Law I	Law and Banking (Principles) or Law and Banking (Applications)
ADM 340	Marketing	Marketing for Bankers
ADM 310	Principles of Management	Bank Management
CON 205	Principles of Macroeconomics	Economics for Bankers and Money and Banking
CON 206	Principles of Microeconomics	Analyzing Financial Statements
CCT 202	Introductory Accounting II	

Hospitality and Tourism Concentration

General education core		15
ENGL 101	Written English	3
ENGL 102	Written English	3
COMM 202	Fundamentals of Speech	3
CON 205	Principles of Macroeconomics OR	
ECON 123	Contemporary Economics	3
MATH 154	Finite Mathematics OR	
MATH 101	Introduction to Mathematics	3
Business core		25
ACCT 201	Introduction to Accounting I	3
ACCT 202	Introduction to Accounting II OR	
OFTC 205	Computerized Accounting	3
ECON 206	Principles of Microeconomics OR	
FACS 403	Consumer Economics	3
CS 102	Microcomputer Applications OR	
BSED 250	Introduction to Office Technology	3
BADM 212	Business Law I	3
BADM 310	Principles of Management OR	
FACS 307	Family Consumer Science Management	3
BOM 340	Principles of Marketing	3
BOM 345	Written Communications in Business OR	
OFTC 105	Fundamentals of Business Communication	3
OFTC 289	Career Development	1
Hospitality and tourism core		12
HST 111	Introduction to Hospitality/Tourism	3
HST 203	Lodging Management	3
BOM 380	International Tourism	3
HST 292	Hospitality/Tourism Internship OR	
BADM 280	Business and Society	3

24 • Shepherd College

Electives (other electives available with advisor consent)	12
CART 115 Safety and Sanitation	3
CART 200 Culinary Language	3
CART 207 Survey of Food Services	3
BADM 311 Small Business Management	3
BADM 323 Human Resource Management	3
FACS 202 Food and Meal Management	3
FACS 306 Interior Design	3
FACS 403 Consumer Economics	3
FACS 307 Family Consumer Science Management	3
FACS 308 Housing	3
BADM 365 Promotional Strategy	3
RECR 226 Sports Promotion/Marketing/Fund Raising	3

Curriculum for an Associate of Applied Science Degree in Culinary Arts

Total hours required at Shepherd for the degree	6
Shepherd College courses	48
ENGL 101 Written English	3
ENGL 102 Written English	3
COMM 202 Fundamentals of Speech	3
MATH 101 Introduction to Mathematics	3
CIS 102 Microcomputer Applications	3
HOST 111 Introduction to the Hospitality Industry	3
CART 115 Safety and Sanitation in the Food Service Industry	3
CART 250* Externship in Food Service	6
FACS 318 Nutrition	3
BADM 150 Introduction to Business	3
BADM 340 Marketing	3
ACCT 201 Introductory Accounting I	3
BIOL 280 Food Microbiology and Food Safety	3
CART 200 Culinary Language	2
GSPE Physical Education	1
Elective	3

*Three credits taken per semester

Total hours required at James Rumsey for degree	17
JCUL 100 Introduction to Culinary Arts Technology	
JCUL 112 Stewarding/Inventory Management Systems	
JCUL 120 Dining Room Practicum	
JCUL 201 Classical Foundations: Stocks and Sauces	
JCUL 206 Meat Identification	
JCUL 208 Entremetier	
JCUL 212 Baking Skills Development I	
JCUL 231 Garde Mange I	
JCUL 236 Garde Mange II	
JCUL 242 Beverage Control Management	
JCUL 250 Menu Design and Analysis	
JCUL 255 Seafood Cookery and Poissonier	
JCUL 256 Patisserie	
JCUL 257 Catering Management Concepts	
JCUL 258 Classical Banquet Kitchen	

Curriculum for an Associate of Science Degree in Emergency Medical Services

The Associate of Science degree in Emergency Medical Services (A.S.) meets the United States Department of Transportation's National Standard Curriculum for Emergency Medical Technician - Basic (EMT-B) and Emergency Medical Technician - Paramedic (EMT-P) training programs. Successful completion of the program qualifies the graduate to take the National Registry Examinations for EMT-Basic and EMT-Paramedic. It is intended that the program in emergency medical services will prepare the graduate for a volunteer or paid career as a certified EMT-Paramedic.

Admission to the EMS A.S. Program

For admission to the College and prior to enrollment in any of the EMS 200 sequence courses, the student must complete the following and submit to the EMS Coordinator in the Community and Technical College Office:

- An application to the Emergency Medical Services Program
- Two letters of reference from a person able to assess the applicant's potential success in the program
- A photocopy of current EMT-Basic and CPR (Healthcare Provider Course) certification.
- A photocopy of student's birth certificate
- A photocopy of student's high school diploma or GED certificate
- Participate in the Health Occupations Basic Entrance Test (HOBET).
- Submission to the EMS Coordinator of a completed immunization record prior to participation in any EMS Practicum course.
- Submission of yearly PPD results (or chest X-ray, if appropriate)

total hours required	70
SP 101 Introduction to EMS	2
SP 102 EMT-Basic	5
SP 103 EMS Operations	2
SP 104 EMS Practicum I	1
HL 225 Human Anatomy and Physiology	3
HL 227 Human Anatomy and Physiology Lab	1
FC 105 Fundamentals of Business Communication	3
SP 201 Airway Management/Patient Assessment	2
SP 202 Pathophysiology/Shock, Trauma	2
SP 203 Pre-hospital Pharmacology	2
SP 204 EMS Practicum II	2
MTH 154 Finite Mathematics (by placement)	3
HL 226 Human Anatomy and Physiology	3
HL 228 Human Anatomy and Physiology Lab	1
ENGL 101 Written English (by placement)	3
SP 205 Medical Emergencies I	4
SP 206 EMS Practicum III	2
CI 203 General Sociology	3
PSYC 203 Introduction to Psychology	3
COMM 202 Fundamentals of Speech	3
* * * Computer Elective (CIS or OFTC)	3
SP 207 Medical Emergencies II	4
SP 208 Special Patients and Situations	2
SP 209 EMS Practicum IV	2
SP 210 Assessment Based Management	1
SP 211 Field Research & Evaluation	2
STAT 224 Business Statistics	3
* * * Elective	3

Curriculum for an Associate of Applied Science Degree in Paralegal Studies

The associate's degree in paralegal studies is a program designed to provide students with a balance between theory and practice, enabling graduates to step immediately into opportunities in a growing area of the legal community. The program is designed to prepare individuals for employment at all levels of the law—administration, trial, appellate, and government.

Total hours required	64
ENGL 101	Written English 3
CIS 102	Microcomputer Applications 3
PARA 101	Legal Research and Writing I 4
PARA 110	Legal Assisting 3
MATH 111	Mathematics of Finance OR
ACCT 201	Introductory Accounting I 3
ENGL 102	Written English 3
ECON 123	Contemporary Economics OR
ECON 205	Principles of Macroeconomics 3
PARA 102	Legal Research and Writing II 4
PARA 120	General Law 3
SOCI 203	General Sociology OR
PSYC 203	Introduction to Psychology 3
COMM 202	Fundamentals of Speech 3
PARA 210	Law of Domestic Relations 3
PARA 220	Civil Litigation and Procedure 4
	Elective* 6
PARA 250	Criminal Litigation and Procedure 4
PARA 260	Business Law and Contracts 3
PARA 270	Real Estate Law/Wills and Estates 3
	Elective* 3
PARA 292	Internship OR
	Elective* 1-6
*Electives:	
CJST 210	Introduction to Forensic Science 3
PARA 230	Evidence 3
	Or CJST electives or other courses with approval of advisor.

Curriculum for an Associate of Science Degree in Safety Technology

Total hours required for the degree	32
Required core	32
SAFT 115	Life Safety Code 3
SAFT 203	Emergency and Rescue Operations 3
BADM 150	Introduction to Business 3
CIS 102	Microcomputer Applications 3
PSYC 203	Introduction to Psychology 3
ENGL 101	Written English (by placement) 3
COMM 202	Fundamentals of Speech 3
SOCI 203	General Sociology 3
CHEM 101, 101L	
CHEM 102, 102L	Chemistry in Society 8
Choose one option:	
Fire service concentration	33

FT 102	Introduction to Fire Prevention	3
FT 110	Introduction to Fire Service I	2
FT 111	Introduction to Fire Service II	4
FT 113	General Physical Science for Safety Technology	3
FT 201	Structural Design and Building Codes	3
FT 202	Flammable and Explosive Materials	3
FT 204	Fire Prevention Inspections	3
FT 212	Toxic, Corrosive, and Radioactive Materials	3
MSP 102	EMT Basic	5
FT 251	Fire Department Occupational Safety and Health	3
FT 280	Practicum I	1
Occupational safety and health concentration		33
FT 113	General Physical Science for Safety Technology	3
FT 150	Introduction to Occupational Safety and Health	3
FT 220	Safety Management I	3
FT 221	Safety Management II	3
FT 292	Internship in Occupational Safety and Health	3
FT 240	Industrial Fire Brigades	3
DM 310	Principles of Management	3
YC 321	Industrial/Organizational Psychology	3
ATH 105	Algebra (by placement)	3
FT	Electives	6

NOTE: The student must work closely with a Shepherd College advisor to ensure completion of a program in two years. The SAFT prefix courses are offered every other year and only during evenings/weekends. Most of the remaining courses are offered in the evening only every other year; daytime sections are usually available each year. Students who do not meet specified standards will take developmental courses in English and mathematics. SAFT 110 and 111 Introduction to Fire Service I and II are offered only when needed; most students will substitute Basic Firemanship sections 1, 2, and 3 through the West Virginia State Fire Commission (or the equivalent in another state). EMSP 102 is usually offered off-campus and as needed through third-party contract.

COURSES

SAFT 337. VOLUNTEER INCOME TAX ASSISTANCE (1)

Students prepare state and federal income tax returns on a volunteer basis. This is a program (VITA) sponsored through the Internal Revenue Service. Returns are prepared for the elderly and those individuals who cannot afford to go to a paid tax preparer.

ART 245. VISUAL THINKING SKILLS (3)

A comprehensive study of the psychology of art intended for art and education majors. This course surveys methods of critical, analytical, and evaluative thinking associated with creative problem solving. Visual communication principles, social issues, group dynamics, and research methods are stressed. Prerequisites: ART 103, ART 140.

ART 325. AESTHETIC INQUIRY (3)

The purpose of this course is to acquaint education majors with the broad range of themes and issues considered in the visual arts and in effective teaching of art in K-12 grades. Students will study the philosophy of art and the history of aesthetic arguments concerning the nature, definition, purpose, and value of art. Course content will present a variety of pedagogical strategies including, among others, methods to teach studio art, art history, art criticism, aesthetics, psychology, the interdis-

ciplinary approach, the multicultural approach, and technology. Moreover, students will explore historic and recent trends in curriculum development, and regional and national instructional standards. Students will employ critical reading, writing and discussion skills. Prerequisite: A 103.

ARED 365. ART EDUCATION INQUIRY (3)

This course will use the model of a teacher-researcher to investigate contemporary issues in education. Students will create and conduct an original project in the form of a library-based research paper, a case study observation, and /or an experimental investigation. Following completion of the research, students will provide written documentation and will present the research outcomes. Prerequisite: ARED 245.

ATHC 324. CARE AND PREVENTION OF ATHLETIC INJURIES (3)

A theory and laboratory course that studies prevention, care, and taping of athletic injuries with emphasis on safety in sports activities and prevention of injuries through conditioning programs.

BSED 104. DOCUMENT PROCESSING (3)

A continuation of BSED 103, Keyboarding, with further development of speed and accuracy in the production of business documents. Emphasis will be given to high production quality in the type of varied office simulations during the semester. A minimum of 45 words per minute for five minutes is required upon completion. Prerequisite: Keyboarding.

BSED 320 and BSED 324 (Deleted)

CHEM 333. ENVIRONMENTAL CHEMISTRY (3)

The chemistry of environmental processes and problems. Topics include stratospheric chemistry, ground-level air chemistry and air pollution, the greenhouse effect and global warming, energy and carbon dioxide emission, toxic organic and inorganic compounds, the chemistry of natural waters and water pollution, and waste management. Instrumentation for measuring pollutants is discussed. Prerequisite: One year of college-level chemistry.

CHEM 333L. ENVIRONMENTAL CHEMISTRY LAB (1)

The environmental chemistry laboratory will apply volumetric and instrumental techniques for the analysis of chemicals and instrumental techniques for the analysis of chemicals of environmental significance. Gas and liquid chromatography, mass spectroscopy, and atomic absorption, among other techniques, will be employed.

CHEM 436. ADVANCED PROTEIN CHEMISTRY (3)

The course is designed as an independent/directed study with a weekly seminar component. The material to be covered will be an in-depth review of the structure and function relationship of proteins. Computer modeling and structure analysis and review of the current primary research literature will be used. The course is divided into four major topics of discussion: Part 1, a review of secondary and tertiary structure; Part 2, folding patterns and analysis and prediction of structure; Part 3, specific enzymology and protein chemistry; and Part 4, analysis of protein function, protein engineering and biophysical methods.

CMTC 289. CAREER DEVELOPMENT AND LIFE PLANNING (1)

This course will provide a foundation of career development skills and exploration of life planning issues. Components will include self assessment, academic exploration, study of career fields, information interviewing. Job search areas of the course would include networking, résumé writing, correspondence writing, interview preparation, job search etiquette, decision making, work transition, and using the Internet in your job search.

ART 115. SAFETY AND SANITATION IN THE FOOD SERVICE INDUSTRY

This course is designed to emphasize the responsibility that the food service manager and the food service worker have to the public in providing safe and sanitary food to the consumer.

ART 200. CULINARY LANGUAGE (2)

This course provides instruction in foreign language terminology used for menus and recipes from countries other than the United States. The student will learn the terminology of the most frequently used words in the food service industry. Menu writing and translation as well as correct pronunciation will be required as part of vocabulary acquisition.

ART 207. SURVEY OF FOOD SERVICES (3)

This course covers the organization and basic operation of various types of quality food services including fundamentals of food preparation and meal planning, food production, and service standards and techniques.

ART 250. EXTERNSHIP IN FOOD SERVICE (3)

This is an application of the theoretical concepts gained in the classroom in a restaurant situation. Each student will be assigned to a restaurant for a minimum of 200 hours. May be repeated once.

ART 209. FOOD PRODUCTION SYSTEMS (3)

This course covers the recognition and achievement of quality in development of systematic relationships between items, time, labor, equipment, and costs in quantity food production. Quality procurement policies for food, beverages, and related items.

ART 290. SERVICE INDUSTRY EXTERNSHIP (FOODS) (3)

This course applies theoretical concepts gained in the classroom, each student will be assigned to a restaurant for a minimum of 200 hours of supervisory or managerial experience along with a number of meetings with the professor. Prerequisite: Junior or senior standing or permission.

EDUC 200. FOUNDATIONS OF AMERICAN EDUCATION (3)

This course is an examination of the relationship between the school as a social institution and the larger society. This is accomplished through a variety of ways, but mainly through a combination of philosophical, historical, and problem-oriented inquiry into that relationship. The assumption is that a teacher who has developed an understanding of the vital relationships between school and society is in a better position to see his or her professional roles beyond the narrow confines of the classroom, and, out of such a perspective, will emerge a more sensitive and effective teacher. Prerequisite: EDUC 150 or department chair approval.

EDUC 319. MIDDLE SCHOOL CURRICULUM (3)

This course is designed to acquaint the student with the relationship between the unique needs of the adolescent child and the schooling process. Included are such variables as the nature of knowledge, the learner, and of the schooling process. Other variables included are related to content learning. Prerequisite: Admission to teacher education program.

EDUC 320. THE SOCIAL AND PSYCHOLOGICAL CONDITIONS OF LEARNING (5)

This course is a reflective exploration of the knower (the learner), knowing (learning), the known (knowledge), and the contexts in which knowledge is constructed through teaching/learning. Includes a field component in a public school classroom. Prerequisites: EDUC 150 and EDUC 200.

EDUC 427. SPECIAL METHODS FOR TEACHING ART (3)

This course is designed to provide a synthesis of course work in art, education, and art education

30 • Shepherd College

for advanced art education majors. Students will explore the nature of teaching visual art in contemporary K-12 grade classrooms including, for example, methods to teach art studio, art criticism, aesthetics, and art history; devices to evaluate student progress; inclusive instructional practices; and instruction in the use of technology. In addition, students will construct and critique a complete nine-month art curriculum useful for teaching in a West Virginia or nearby local public school system. This course is not taught every semester. Students should check in advance with the department chair. Prerequisites: EDUC 370, ART 104, ART 170, ARED 245, ARED 365, and ART 403. Corequisite: EDUC 435.

EDUC 435. SPECIAL METHODS PRACTICUM (2)

This is a field experience course for all students seeking certification in a secondary teacher education program. A weekly college seminar accompanies the field work. Students will arrange their field work schedules so that they may meet their individual professional development needs. A minimum of 30 hours in a public school is required. Seminar content and field tasks are coordinated with special methods course instructors. This course must be taken concurrently with a special methods course. Prerequisites: Admission to teacher education program and EDUC 319 or EDUC 370.

EMSP 101. INTRODUCTION TO EMS (2)

A survey course designed to acquaint the student with emergency medical services roles and responsibilities, well being of the EMS provider, illness and injury prevention, medical-legal issues, ethics, therapeutic communications, and life span development.

EMSP 102. EMT- BASIC (5)

The entry level course for patient care within the EMS system. Topics include a review of basic cardiac life support, the human body, patient assessment, medical emergencies, behavioral emergencies, obstetrical and gynecological emergencies, trauma, infants and children, and ambulance operations. NOTE: EMSP 102 is required for the student to complete the National Standard Curriculum for the EMT-Basic and be eligible to take the National Registry examination for EMT-Basic.

EMSP 103. EMS OPERATIONS (2)

This course will include in-depth review of such topics as emergency vehicle operations, medical incident command, rescue awareness and operations, hazardous materials recognition and identification, and crime scene awareness.

EMSP 104. EMS PRACTICUM I (1)

This course provides the opportunity to observe and apply the skills learned in EMS 102 in a supervised clinical setting including a local hospital emergency department, regional medical command center and on a field EMS unit. A minimum of 50 hours are required and will be scheduled by the student on an individual basis through the EMS coordinator. Corequisite or prerequisite: EMSP 102. NOTE: EMSP 102 is a prerequisite and BIOL 225, 226, 227, and 228 (two semesters of Human Anatomy and Physiology with Labs) are corequisites or prerequisites to taking any EMS program course in the 200 series.

EMSP 201. AIRWAY MANAGEMENT AND ADVANCED PATIENT ASSESSMENT (2)

In this course students will learn the proper approach to patient assessment and advanced airway management skills for both medical and trauma patients.

EMSP 202. PATHOPHYSIOLOGY AND SHOCK TRAUMA RESUSCITATION (2)

General principles of pathophysiology, treatment of shock, and recognition and management of specific traumatic emergencies will be the focus of this course.

SP 203. PREHOSPITAL PHARMACOLOGY (2)

General topics such as pharmacokinetics, pharmacodynamics, drug calculations, and drug administration will be topics of discussion and will be followed by an in-depth study of specific medications used in the pre-hospital setting.

SP 204. EMS PRACTICUM II (2)

This course provides the opportunity to observe and apply the skills learned in EMSP 201, 202, and 203 in a supervised clinical setting including a local hospital emergency department, respiratory therapy department and operating room, and on a field EMS unit. A minimum of 100 clinical hours are required and will be scheduled by the student on an individual basis through the EMS coordinator. Corequisites or prerequisites: EMSP 201, 202, and 203.

SP 205. MEDICAL EMERGENCIES I (4)

This course will review the pathophysiology, assessment, and management of medical patients with respiratory and cardiovascular emergencies.

SP 206. EMS PRACTICUM III (2)

This course provides the opportunity to observe and apply the skills learned in EMSP 205 in a supervised clinical setting including a local hospital emergency department, respiratory therapy, cardiac service, cardiac care unit, and on a field EMS unit. A minimum of 100 clinical hours are required and will be scheduled by the student on an individual basis through the EMS coordinator. Corequisite or prerequisite: EMSP 205.

SP 207. MEDICAL EMERGENCIES II (4)

This course will review the pathophysiology, assessment, and management of medical patients with neurological and endocrinological emergencies, allergies and anaphylaxis, gastroenterological, toxicological, hematological, and environmental emergencies, infectious and communicable diseases, and behavioral, gynecological, and obstetrical emergencies.

SP 208. SPECIAL PATIENTS AND SITUATIONS (2)

This course will take an in-depth look at the approach to patients with special needs such as neonatal, pediatric, and geriatric patients, patients with mental or physical impairments, or patients with high technology medical devices in the out-of-hospital setting.

SP 209. EMS PRACTICUM IV (2)

This course provides the opportunity to observe and apply the skills learned in EMSP 207 and 208 in a supervised clinical setting including a local hospital emergency department, pediatric unit, obstetrical unit, psychiatric unit, and on a field EMS unit. A minimum of 100 clinical hours are required and will be scheduled by the student on an individual basis through the EMS coordinator. Corequisite or prerequisite: EMSP 207 and 208.

SP 210. ASSESSMENT BASED MANAGEMENT (1)

This course will serve as the cumulative review and remedial application of what the student has learned in EMSP 201-209. The course will focus on providing summative evaluation of the student's performance in simulated situations or scenarios. Successful completion of this course is required to obtain recommendation to sit for the National Registry Examination for EMT-Paramedic. Corequisites: EMSP 101-104, 201-210 and BIOL 225-228 are required for the student to complete the National Standard curriculum for EMT-Paramedic and be eligible to sit for the National Registry Examination for EMT-Paramedic.

SP 211. FIELD RESEARCH AND EVALUATION (2)

This course will encourage the student to analytically evaluate EMS operations and pre-hospital

32 • Shepherd College

medical care and to become an advocate for change within the EMS system. A focus of this course will be on conducting and evaluating a group and an independent field research project as well as presentation of research results in both written and oral formats.

EMSP 290. SPECIAL TOPICS (1-4)

Elective intended to enhance or enrich a student's education beyond the regular curriculum. Contact EMS coordinator for additional information.

ENGL 408 (*deleted*)

ENGL 480. LEAD TUTOR PRACTICUM (1)

The student assists the coordinator of the Writing Center in developing instructional materials and resources for Writing Center tutors. Course is repeatable. Prerequisites: ENGL 377 and permission of Writing Center director.

ENGL 481. STUDENT TUTOR PRACTICUM IN THE WRITING CENTER (1)

The student tutor, trained in composition theory and instruction, will serve as a tutor in the Writing Center. Course is repeatable. Prerequisites: ENGL 377 and permission of Writing Center director.

ENGL 485. SENIOR CAPSTONE PRACTICUM (1)

Under the supervision of a faculty mentor of the student's choice, the student will propose a project, have the proposal approved, and execute a project. Students will concentrate on experiences they have had at Shepherd that would be useful in graduate school or career choices. Projects may include but are not limited to: preparation and presentation of a conference paper; development of a substantial Website; creations of a special workshop for other students in English; participation in a dramatic performance. Prerequisite: Permission of department chair.

ENVS 306. ENVIRONMENTAL POLICY (4)

This course will examine historical and contemporary governmental actions which shape the management of material and cultural resources. Changing philosophies, ideologies, budgets, and leaders and their impacts upon both the public and private sector will be discussed. Students studying environmental studies require a sound understanding of the nature and dynamics of environmental policy, with this course supporting the core of the environmental studies program.

ENVS 320. COMMUNICATION STRATEGIES IN ENVIRONMENTAL STUDIES (3)

An introduction of theories, practices, and history of communication and assessment focused on strategies for building environmental awareness, understanding, and responsible action. This course provides the student opportunities within the classroom and through laboratory and field experiences.

ENVS 322. ENVIRONMENTAL HISTORY (3)

This course examines the development of the environmental field, emphasizing the persons and events that led to the environmental movement of today.

ENVS 340. SUSTAINABLE AGRICULTURE AND LAB (4)

Factors such as decreasing soil fertility, soil erosion, pesticide resistance, increasing input costs, ground water contamination, and demand for chemical-free food and livestock have convinced the agriculture community of the need for new approaches to food and fiber production. This course examines basic design principles and examples of environmentally and economically sustainable agriculture systems. The course examines the application of ecological principles to sustainable management practices that biologically improve the fertility, organic matter content, and

structure while minimizing or even eliminating the need for chemical applications for control of pathogens, insect pests, and weeds.

ENVS 341. SUSTAINABLE ENERGY AND DEVELOPMENT (4)

Energy use and management are inextricably intertwined with many societal issues and numbers of effects of development. These issues and aspects include population growth, health impacts due to deterioration of air quality and effects of acidification on aquatic and terrestrial systems, economics, national security concerns about availability of energy sources. This course introduces concepts of energy conservation and management and explores different energy sources for sustainable growth. Prerequisites: BIOL 101 and 102 or BIOL 208 and 209 or equivalent; ENVS 201 and 202.

ENVS 360. SEDIMENTOLOGY AND STRATIGRAPHY (3)

This course focuses on modern and ancient sedimentary environments, relating these environments to the composition and genesis of sediments and sedimentary rocks. Principles of stratigraphy applied in the study of sedimentary rocks and stratigraphic theory are also considered. Three hours of lecture and two hours of lab per week. Prerequisites: GSCI 301; ENVS 308.

ENVS 362. SOIL SCIENCE AND LAB (4)

This course examines physical structure and composition of soil in conjunction with the dynamics of organisms including the microbes and macrobiota within the physical and chemical environment of the soil. The soil classification as well as the role of soils and their biota in food webs and ecosystem processes will be emphasized. The laboratory will provide field and lab techniques used in the study of soil ecology. Prerequisites: BIOL 101 and 102 or BIOL 208 and 209 or equivalent; ENVS 202 and 202, GSCI 301.

ENVS 401. CONSERVATION ECOLOGY (4)

An environmentally focused course emphasizing the varied aspects of the structure, function, and deterioration of ecosystems. Societal impact on ecosystem structure will be considered through discussion and laboratory analysis, with the recognition of ecosystem disruption a major course focus. Representative topic areas include analysis of aquatic marine populations, types of ecosystem, population regulation, and energy flow. Prerequisites: BIOL 101 and 102 or BIOL 208 and 209 or equivalent; ENVS 201, ENVS 202.

ENVS 422. AQUATIC ECOLOGY AND LAB (4)

Study of the physical, chemical, and biological processes of freshwater aquatic systems. The emphasis is to understand ecological structure and function of aquatic systems and to assess the impact of man's activities on ecological function. Students in the course will conduct basic ecological field monitoring and laboratory analysis of physical, chemical, and biological components and prepare scientific reports of field data. Laboratory emphasis will be on stream ecosystems; however, other freshwater systems such as wetlands, lakes, and reservoirs will be included. Prerequisites: BIOL 101 and 102 or BIOL 208 and 209 or equivalent; ENVS 201 and 202.

ENVS 490. APPLIED REMOTE SENSING (4)

An introductory course into the many varieties of remote sensing employed within the environmental sciences and applications of these techniques to field analysis. The course will focus on application of Geographic Information Systems (GIS) to the environmental sciences. These systems employ computers to store, retrieve, transform, and display spatial environmentally oriented data and have a myriad of applications in environmental studies. Remote sensing is typically employed in environmental analyses, ranging from land use to wetlands characterization, requiring the environmental studies student's awareness of these frequently applied techniques.

GSCI 102. ASTRONOMY II (4)

This course will cover aspects of astronomy such as stellar formation and evolution, galaxies, and cosmology. Recent discoveries with fundamental implications for modern astronomy also will be explored. Three one-hour lectures and one two-hour lab per week.

GSCI 301. PHYSICAL GEOLOGY (4)

A combined course in physical and historical geology dealing with the composition, structure and history of planet Earth. Minerals, rocks, tectonic processes, and physical characteristics of the earth's surface will be emphasized in the physical component. Evolution, fossils, and the changing conditions and organisms throughout geologic time constitute the historical component. Three hours lecture and two hours lab per week.

GSCI 312. HISTORICAL GEOLOGY (4)

A course dealing with the history of planet earth focusing on the interplay between plate tectonics and life. Plate boundary positions throughout geologic time will be covered as will life on the planet over the last 3.7 billion years. Evolution, fossils, and the changing conditions and organisms throughout geologic time will be emphasized. Three hours lecture and two hours lab per week. Prerequisites: GSCI 301, ENVS 308.

GENERAL STUDIES PHYSICAL EDUCATION ACTIVITIES COURSES

GSPE 100. Adapted PE I (may be repeated once)

GSPE 101. *(deleted)*

HOST 111. INTRODUCTION TO THE HOSPITALITY INDUSTRY (3)

A survey course designed to acquaint the student with a brief history of the hospitality industry and provide an overview of the industry and how the various segments relate.

HOST 203. LODGING MANAGEMENT (3)

A study of operations within the lodging industry covering all departments involved in front office management.

HOST 280. INTERNATIONAL TOURISM AND HOSPITALITY (3)

This course is a study of the international tourism industry. The tourism industry analysis includes such areas as destination sites, logistic channels, marketing and PR, costs and cultural differences and necessary flexible adjustment to meet the international customer demands and wants. Prerequisites: Junior standing, BADM 340.

HOST 290. SERVICE INDUSTRY EXTERNSHIP (HOTEL AND MOTEL) (3)

To apply theoretical concepts gained in the classroom, each student will be assigned to a hotel/motel complex for a minimum of 200 hours of supervisory or managerial experience along with a number of meetings with the professor. Prerequisite: Junior or senior standing or permission.

HOST 294. COOPERATIVE EDUCATION IN HOTEL-MOTEL AND RESTAURANT MANAGEMENT (1-9)

May be repeated for credit, but not in the same term; topic must be different. Usually offered even term. Prerequisite: Must have junior level standing with minimum 2.5 overall and 2.75 major GPA, approval of academic department, and placement by the Career Center.

PHED 380. PERCEPTUAL MOTOR LEARNING (3)

Examines how people learn motor skills and analysis of Gentile's model for acquisition. Students will also learn how to recognize deficiencies related to motor learning and adjust teaching procedures to cope with inherent disabilities.

PHED 410. TESTS AND MEASUREMENTS IN PHYSICAL EDUCATION (3)

Students will learn how to develop an accountable means of grade assessment in physical education based on a sound philosophy of skill development.

PMCI 343. PRACTICUM: PUBLIC POLICY AND ADMINISTRATION (3)

This course is a form of independent study that integrates lessons learned in the classroom with supervised work experience in government. Students will be afforded the opportunity to attend seminars conducted by the Eastern Management Development Center and to work at the center. Written reports will be required as part of this class.

SLC 323. CONVERSATIONAL SIGN LANGUAGE I (3)

This course involves both the teaching of the American Sign Language (ASL) as a skill to be acquired by the student in both the receptive and signing modes, and the development of a knowledge of cultural differences between deaf and hearing people. A further objective of the course is to have the student experience at least one social situation frequented by people who are deaf.

SLC 324. CONVERSATIONAL SIGN LANGUAGE II (3)

This course involves advanced skill acquisition of the American Sign Language (ASL), both in the signing and receptive modes. The culture of deaf people is also further explored along with the ASL literature on deafness and appraisal of state legislative activity favoring ASL as fulfilling the foreign language requirement for high school graduation.

SPR 325. SPORT APPRECIATION (3)

This course is designed for students to explore and understand the various aspects of sport at the various levels: scholastic, intercollegiate, professional, and international.

SPR 342. ADMINISTRATION OF INTRAMURALS (3)

Students will assist in the organization, administration, and supervision of intramural activities on campus.

WASH 390. THE WASHINGTON SEMESTER INTERNSHIP (6-12)

The Washington Semester Program supplements classroom learning with practical knowledge, by providing work experience in agencies and organizations in the Washington, D.C. metropolitan area. Each intern works four full days a week in a setting that is matched to the student's skills, interests and career goals. The program is open to all majors, provided the student has a 2.5 GPA and has completed one-half of the requirements for graduation before the beginning of the internship. Other requirements are detailed in the Program's norms and procedures, copies of which are available from the Washington Semester Program coordinator and the department chairpersons. All Washington Semester interns must also register for WASH 391.

Index

A

- Absence with Leave Policy 4
- Academic Common Market 5
- Art Education
 - Teaching Field 5-12 9

B

- Baccalaureate Degrees 7
- Banking Concentration 22
- Business
 - Associate of Applied Science Degree 22
- Business Education
 - Teaching Field 9

C

- Change of Class Schedule 5
- Courses 27
- Culinary Arts
 - Associate's Degree 24

D

- Dean's List 8
- Degrees, Baccalaureate 7

E

- Education, Middle School 11
- Education, Specializations 10
- Emergency Medical Services 25
 - Minor 11
- English
 - Major 12
- English Education
 - Teaching Field 13
- Environmental Science Concentration 15
- Environmental Studies
 - Comprehensive Major 14
 - Minor 17

re Service
Option 26

neral Science
Teaching Field 17
neral Studies Requirement 5
ade Point Average 6
ade Reports 6
ades, Incomplete 7
ading System 6
aduation
Additional Requirements 8
Minimum Semester Hours 8
aduation with Honors 8

Hlth Education 18
Hnors, Graduation with 8
Hspitality and Tourism Concentration 23

munization 4
Incomplete Grades 7

Journalism
linor 18

M
Mathematics
Teaching Field Grades 5-9 General Math 19
Middle School Education 11

O
Occupational Safety and Health
Option 27
Office Technology
linor 20

P

Paralegal Studies

Associate's Degree 26

Pass/Fail 7

Physical Education K-12

Teaching Field 20

Print Journalism

Minor 18

Professional Studies Core for Middle School Education 11

Programs of Study 9

R

R.N. to B.S.N. Track Program 19

Reduced Tuition 4

Resource Management Concentration 16

S

Safety Technology

Associate's Degree 26

Semester Hours, Minimum 8

Social Studies

Teaching Field 21

Specialty Studies for Elementary Education PreK 10

W

Withdrawal 5

Women's Studies

Minor 22

Shepherd College Library



3 4550 000084164 0

FOR REFERENCE

NOT TO BE TAKEN FROM THE ROOM

 23 012

PRINTED
IN
U.S.A.

HECKMAN

B I N D E R Y, I N C.

Bound-To-Please®

JUNE 02

N. MANCHESTER, INDIANA 46962

